

SAM registration

The System for Award Management (SAM) is the Official U.S. Government system that consolidated the capabilities of CCR/FedReg, ORCA, and EPLS. Once you obtain both the DUNS number and the NCAGE code, and once the NCAGE code is entered in BINCS, you can then register in SAM. SAM validates vendors' information (DUNS and NCAGE) and provides a secure central database for use by U.S. Federal Government agencies. There is NO fee to register for this site. You may register at no cost directly from this page. User guides and webinars are available under the Help tab.

Detailed information about SAM is available online at <http://www.sam.gov/> . For SAM help, please go to the [Federal Service Desk web site](#).

To register online, go to SAM web portal and select "**Create User Account**". You will need your DUNS and NCAGE numbers during the registration. You are responsible for the information accuracy. Please pay special attention to which fields are required and not required, and which fields should be left blank. The registration will not validate unless the correct fields are filled out with the correct information. Important notes:

☐ When SAM asks whether the vendor is a small business, this refers only to small businesses based in the U.S. Foreign vendors are always considered to be "**other than small**" or "**large**",

☐ When SAM asks for the ABA Banking information and other Electronic Funds Transfer (EFT) information, SAM is only equipped to handle EFT information in U.S. format. If this information is in another, non-U.S. format, leave this information **blank** in SAM, and

☐ Only fill in the Tax ID number if it is a U.S. Tax ID number. Otherwise, leave it **blank**.

Step-by-step instructions can be accessed [here](#).